

1. PRESIDENT BRIAN S. McCARTHY CALLS ASSEMBLY TO ORDER
2. PRAYER OFFERED BY CITY CLERK PATRICIA PIECUCH
3. PLEDGE TO THE FLAG LED BY ALDERMAN-AT-LARGE LORI WILSHIRE
4. ROLL CALL
5. REMARKS BY THE MAYOR
6. RESPONSE TO REMARKS OF THE MAYOR
7. RECOGNITIONS
8. READING MINUTES OF PREVIOUS MEETING

Board of Aldermen..... 12/22/15

9. COMMUNICATIONS

From: Sarah Marchant, Director of Community Development
Re: Waiver of ZBA Application Fee

From: Mayor Donnalee Lozeau
Re: Clarification of CTAB Process re: Process Regarding Minutes and Attendance

From: Mayor Donnalee Lozeau
Re: Contract Award for AVL Monitoring Services and Equipment

From: Mayor Donnalee Lozeau
Re: Project Status Update

PERIOD FOR PUBLIC COMMENT RELATIVE TO ITEMS EXPECTED TO BE ACTED
UPON THIS EVENING

10. PETITIONS
11. NOMINATIONS, APPOINTMENTS AND ELECTIONS
12. REPORTS OF COMMITTEE

Finance Committee..... 01/06/16

13. WRITTEN REPORTS FROM LIAISONS
14. CONFIRMATION OF MAYOR'S APPOINTMENTS

UNFINISHED BUSINESS – RESOLUTIONS

UNFINISHED BUSINESS – ORDINANCES

NEW BUSINESS – RESOLUTIONS

NEW BUSINESS – ORDINANCES

O-16-001

Endorser: Alderman-at-Large David W. Deane

**INCREASING THE LOWEST PURCHASING LIMIT FOR SMALL PURCHASES FROM \$1,000
TO \$5,000**

PERIOD FOR GENERAL PUBLIC COMMENT

REMARKS BY THE MEMBERS OF THE BOARD OF ALDERMEN

Committee announcements:

ADJOURNMENT



City of Nashua
Community Development Division
City Hall, 229 Main Street, PO Box 2019
Nashua, New Hampshire 03061-2019
www.nashuanh.gov

Community Development	589-3095
Planning and Zoning	589-3090
Building Safety	589-3080
Code Enforcement	589-3100
Urban Programs	589-3085
Conservation Commission	589-3105
Transportation	880-0100
FAX	589-3119

Date: January 4, 2015

To: Alderman Brian McCarthy, President

From: Sarah Marchant, Director of Community Development

Subject: Waiver of ZBA Application Fee

The property owner at 149 Hills Ferry Rd, Ms. Denise Salvato, applied for a *variance to encroach 5 feet into the 25 foot rear setback to enlarge an existing 9' x 11' deck to an 11' x 14' deck* in August. Unfortunately, the property owner wanted to apply to enlarge the existing 9' x 11' deck, by adding on an additional 11' x 14' deck, thus creating a 22' x 14' deck with exit stairs, which was not clearly communicated to the ZBA.

In summary, Ms. Salvato has an existing deck she was proposing to significantly enlarge, which would encroach into the setback. At the meeting the discussion and presentation to the ZBA differed from the plans presented by Ms. Salvato. Ultimately, the ZBA granted her a variance to extend the deck "two additional feet towards the back of the property", which is not what was represented on the plan or what she later applied for a building permit to construct.

The only way for the ZBA to review the full deck size application would be for Ms. Salvato to apply to the ZBA for the correct dimensions of her deck, and its encroachment into the setback. Ms. Salvato is extremely frustrated with this process and finds the costs to return to the ZBA for a second approval to be overly onerous. She has requested a waiver of fees, as she is seeking the same variance she originally wanted.

In light of this request and the unique situation the Community Development Office is asking for a waiver of the following two fees for a total of \$345.00. As this is a reapplication for the same plan the work required by Staff will be reduced. Community Development is not asking for a waiver from abutters fees as those will be lost to the City:

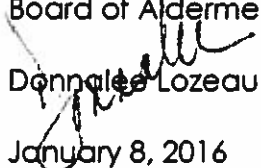
ZBA Dimensional Variance fee - \$330

ZBA Sign fee - \$15

CC: Roger Houston, Planning Department Manager



Donnalee Lozeau
MAYOR

To: Board of Aldermen
From:  Donnalee Lozeau
Date: January 8, 2016
Re: Clarification of CTAB Process
Re: Process Regarding Minutes and Attendance

Attached please find a memo from Director Codagnone. The purpose is to clarify for the public record the process used by CTAB regarding minutes and agendas.

Thank you.



THE CITY OF NASHUA

Information Technology Division

"The Gate City"

January 6, 2016

Mayor Lozeau,

Reference: Clarification of CTAB process in regards to minutes and attendance

In reviewing the Personnel and Administrative Affairs Committee video replay, dated December 14, 2015, I was surprised that there was a significant discussion regarding the CTAB meeting procedures. The Personnel and Administrative Affairs Committee appeared to be under the impression that the CTAB meetings do not follow the City's meeting procedure guidelines and that attendance has not been documented and there were no published minutes.

I would like to provide some clarification that CTAB does follow the City's meetings procedure. The board's previous meeting minutes are reviewed and accepted at the beginning of each meeting. The written minutes along with attendance are documented on the City's website.

Regards,



Bruce Codagnone



Donnalee Lozeau
MAYOR

To: Board of Aldermen

From: *Donnalee Lozeau*

Date: January 8, 2016

Re: Contract Award for AVL Monitoring Services and Equipment

Pursuant to NRO § 5-74 (B), which states that a contract that extends from the current fiscal year into succeeding fiscal year(s) in which no funds have been appropriated nor otherwise designated for this purpose shall be approved by the full Board of Aldermen before the contract shall become binding on the City. I am requesting the concurrence and approval of the full Board of Aldermen for the award of the following contract:

Contract Award for AVL Monitoring Services and Equipment. Attached please find Purchasing Manager's Memo #16-093 regarding this contract.

For additional information, this contract was amended during the Finance Committee. The equipment installed will only pertain to those vehicles used in snow operations. 79 vehicles have been identified for this purpose. As there is a lead time in installing the equipment, I thought it prudent to submit this communication at this time.

Thank you.



Donnalee Lozeau
MAYOR

To: Board of Aldermen
From: *Donnalee Lozeau*
Date: January 8, 2016
Re: Project Status Update

Attached to this memo is a short update on several key projects that I thought would be helpful to you. It is by no means a comprehensive list but it is, I believe, a good representation of key projects.

Thank you for all your service to the city currently and in the years to come.

I wish you all the best.

BSP Bridge Lights

The City solicited an RFP for a design/build of a dynamic LED Lighting installation on the River Bridge in in the summer of 2015 and received no responses. To move the project forward the City worked with Fay Spofford & Thorndike, Inc (bridge engineer of record) and Philips, to refine a design and installation plan that minimizes the complexity of the installation, while ensuring the product will achieve the desired functionality and durability. The majority of the project's costs are attributable to the complex nature of the installation, which requires specialty articulating lift trucks to allow the electricians and workers access to the underside of the bridge to run the conduit and wires for the project, as well as install the lights. With the refined plans the City has solicited quotes from several vendors. A second quote from an experienced vendor is expected to be received before the end of January. We are hopeful that the generous gift of Mr. Richard Stahl of \$150,000 (R-15-197) will be able to cover all the associated costs, should it fall short, I would hope the city would complete the project with city funds.

Ticketing Ordinance

Code Enforcement in partnership with Legal, Treasury, Environmental Health, Building Safety, Planning and Zoning, and the Fire Marshall's Office have been developing a proposed Ticketing Ordinance tool to assist these Departments in expediting compliance of violated NROs. The ordinance nearing the final drafting stage and staff are working to iron out procedural details such as monitoring and collecting ticket fines once the ordinance is in place. A proposed ticketing ordinance should be presented for BOA review in the Spring of 2016.

Amherst Street - Charron Ave Intersection Improvements

The City sent this project out to bid for a second time at the end of 2015 with the hope of lowering overall construction costs. Two bids were received with the apparent low bidder being Continental Paving at \$1,397,360. Adding to the low bid the Mast Arms, Bid and Award Services, and Construction Phase Services the project totals \$1,515,678. At this time the City has pledged \$550,000 and private donations total \$445,000, leaving the project underfunded by \$520,678. To move this project forward potential funding sources include:

Amherst St Corridor Fund	\$131,619
Paving Program – Amherst St.	\$ 75,000

Utilizing both of the potential funding sources the project is \$314,059 short. The source of the remaining required funds will need to be determined quickly to move this project forward this spring as intended.

Mohawk Tannery

City staff is collaborating with the New Hampshire Department of Environmental Services (NHDES), the US EPA and a local developer to develop a long-term plan for the

cleanup and reuse of the Mohawk Tannery and Fimbel Door properties. Both properties are located adjacent to the northern end of the Broad Street Parkway.

The City received a \$66,700 grant from the NHDES to conduct a site assessment, solidification/stabilization treatability test and a remedial action plan for the Fimbel Door property. The local developer is conducting similar work on the Mohawk Tannery site under the auspices of the US EPA. Once completed, the two studies will provide a blueprint for the cleanup of the property and allow the team to prepare for redevelopment. The team is working with the EPA to separate the clean portion of the site and transfer it to the City. This parcel will provide the opportunity to add this parcel to Mine Falls Park by way of a future pedestrian access bridge across the canal to connect to the ball fields and trail systems.

Exit 36 South

The City is working with the NRPC to develop a plan to build a new exit off of the FE Everett Turnpike and US Route 3 near the Massachusetts border. The project, which is estimated to cost \$19.85M (2020 dollars), would provide crucial access to the Daniel Webster Highway from the FE Everett Turnpike. The project promised to dramatically reduce traffic congestion along Spit Brook Road at Exit 1 and the Daniel Webster Highway in South Nashua. The project also provides the potential to create easy access to the Pheasant Lane Mall, along with a potential site for an intermodal transportation center.

NRPC and the Northern Middlesex Council of Governments completed the Exit 36 Study Area Plan in August of 2014, which estimated project costs and benefits. In the spring of 2015, the City worked with NRPC to prepare a detailed application to the highly-competitive US Department of Transportation TIGER discretionary grant program. While the application was unsuccessful, City staff are scheduling a debriefing session with USDOT and planning to apply again this year.

Passenger Rail

City staff continues to work collaboratively with NHDOT and the New Hampshire Rail Transit Authority (NHRTA) to support efforts to bring passenger rail to Nashua and New Hampshire. In December of 2014, the State of New Hampshire released the final report of the New Hampshire Capitol Corridor Rail & Transit Alternatives Analysis. Recently, rail-focused legislation was signed by Governor Maggie Hassan, including Senate Bill 63, which will help make the NHRTA both more efficient and more appealing to federal agencies seeking to invest in states with well-organized rail authorities, and Senate Bill 88, which establishes a committee to study public-private partnerships for intermodal transportation projects.

Locally, City staff is working on projects that may become future Nashua rail stations. Staff is managing a NHDOT-funded project to build a park & ride facility at 25 Crown Street. Staff is also continuing to meet with potential buyers of the property located at 2 East Spit Brook Road, a potential site for a commuter-oriented rail station in

South Nashua. This project also provides the opportunity to add more freight traffic along this corridor.

East Hollis Street Traffic Improvements

The City of Nashua received a \$3.661,000M award from NH DOT (R-13-154) to design and construct improvements to the existing signalized intersection where East Hollis Street and Bridge Street meet. A planning study by STV, Inc. has been ongoing to develop alternatives and select a recommended plan that can then go forward into the Engineering Phase of the overall project.

The study examined whether a roundabout design would include full access to the Renaissance site and the Crown Street connection. The results presented showed that a roundabout does not operate satisfactorily. The only intersection redesign that STV recommended as the concept to both improve access and east/west traffic flow is a twin signalized intersection. However, this design does not meet the City's vision regarding the use of the space and the ability to treat it as a gateway. Another traffic concept that results in acceptable levels of service is a one-way couplet that makes Bridge Street and East Hollis Street one ways from the Hudson line to Amory Street/Temple/Street. However, this concept comes with significant changes in the area including circulation, speed and increased travel times.

City staff plans to host a public information meeting in late January or early February to present the findings of the STV study. The City may take a step back to examine whether the existing traffic problems, added development traffic and accesses can be addressed by taking a broader view of the area. This might include examining the traffic operations in Hudson immediately east of the Merrimack River. New traffic counts are being obtained by the Nashua Regional Planning Commission to help support these efforts.

25 Crown Street

The City of Nashua acquired the former Gregg & Sons/Armstrong Cabinet property in July of 2013, utilizing a CMAQ grant from NHDOT. The purpose of the acquisition was to site and eventually build a park & ride facility to be used by commuters from Downtown Nashua and across the Merrimack River. Staff is set to launch the design and construction phase of the project in 2016 and expect to open the facility in 2017.

The City recently signed a five-year lease with Makelt Labs to occupy the 15,000 sq. ft. building located at the front of the site. The non-profit organization is expected to complete renovations in the first quarter of 2016 on what will become New Hampshire's largest makerspace. This makerspace could safely remain at the site in the space long-term, as the building does not conflict with the plans to construct the park & ride facility.

Bridge Street Project – Renaissance Development

The City and the Nashua Business & Industrial Development Authority entered into a preferred developer agreement with Renaissance of Nashua, LLC in 2010 that allows the firm to develop approximately 13 acres of City-owned land along Bridge Street near the Taylor Falls Bridge. In November of 2015, Renaissance and their partner, SMC Management, received site plan approval from the Nashua Planning Board to initiate the first phase of the project. Construction on the first phase, which includes 225 residential units and a small restaurant/commercial building, is expected to break ground in the spring of 2016. Prior to breaking ground, the City and the development team are seeking approval from the US Army Corp of Engineers to build near the levee. In addition, the City is working to identify a suitable new location for the David W Deane Skatepark.

Public Health building

Over the past few months, there has been significant progress on moving forward with a building for the Division of Public Health and Community Services. On November 5, 2015, the Finance Committee of the Board of Aldermen voted to approve a contract with Dennis Mires, The Architects from Manchester, NH to assist the staff with plans and an RFP process to find an appropriate building or building site for the Division. Director Vigroux, Director Galligani and management staff from Public Health met with Mr. Mires and his staff to share operations information and the firm is now in the process of creating a conceptual floor plan. Just before Christmas, the team met with Mr. Mires to look at a first draft of a conceptual design. This conceptual design was meant to ensure that all components that the staff have identified as needed in a new facility were represented and that Division operational needs were considered such as patient flow and confidentiality.

The staff is working on identifying areas that need revising, such as some of the client flow and work space in the Welfare department, the patient areas for the Community Health Department and shared conference rooms for the Division. The plan is to have that information compiled and back to Dennis Mires by January 12th after which his team will create a final draft of a floor plan. At that point, work will begin on drafting the RFP to solicit responses that may include properties for purchase or lease, land for purchase or lease, build to suit options, etc. Mr. Mires will assist the staff in the creation of the RFP and the review of the submissions.

Burke Street Facility:

Since the purchase of the Burke Street facility, our focus has been on access and security, utility status (heat, light and power), and winterizing the building. In addition, an RFQ was issued to prospective vendors who will assist the City in designing the renovation of the space for future use. We have received responses from 7 vendors and we will be developing a short list soon. As a next step, the short-listed vendors will tour the facility.

Conway Ice Arena

As you all know Conway has expressed interest in building a second sheet of ice. Because of the future consolidation of public works, the opportunity is there to make this a reality. We have had several meetings to discuss how that would work. We have discussed mimicking the agreement with the YMCA, and the need for them to cover the costs of us taking down the street garage and the need for the city to maintain gas pumps and the salt shed (due to the important center of the city location) and if necessary the traffic building on site. This may require some site modifications to effectively and safely define city space vs recreation space. The cost that has been discussed is \$500,000 plus rent similar to the YMCA. It will be important and timely to have on-going discussions.

Telecommunications Project Executive Summary

A Request for Proposal (RFP) has been published for this project as of January 6, 2016. This RFP is issued with the aim of selecting a single vendor the opportunity to deliver a City-wide Telecommunications strategy for the City of Nashua, NH.

The primary intention is to identify the products and services available in the market that will satisfy any legal obligations and the commercial realities of all communications for a municipality. The Project Team now invites potential suppliers to provide information about their likely solution and service.

Creative solutions and the use of modern technology, parts of which need not have been previously used in City government, are welcome. However, all aspects must use proven, robust and easily maintainable components that integrate seamlessly with other relevant City systems and processes.

The current communications infrastructure has been supplied by a number of disparate suppliers each requiring effort to manage and maintain. The City of Nashua, NH is seeking economies of scale by combining all of the facilities into a single supplier contract.

Goals of the project

The City of Nashua, NH wishes to simplify the management of its voice infrastructure throughout the City. It also wishes to further the implementation of IP based telephony.

The goal of this project is for City of Nashua, NH to have a safe, secure and resilient messaging infrastructure that has the following attributes.

- Diverse routing of voice connections
- Implementation of a Fax solution (inbound and outbound) to replace all individual fax machines.

- Maintenance and management of all direct extensions; from multiple locations and multiple administrators; to include all outbound and inbound calls to the City of Nashua, NH site.
- Full resilience of voice lines.
- Provide redundancy from both a switch and data circuit standpoint to ensure communications are uninterpretable and critical services can be performed.